## Secretary of State Division of Archives, Records Management and History Vital Records Damage Assessment Worksheet

Prepared by		Date	eg v	-
State or Local Entity	Parish	Parish		
Location (Street Address /Building/Floor/Room) of Damage/Area				
8				
Type of Damage				
Fire		☐ Clean Water (Fire Suppression/Roof Leak)		
☐ Smoke ☐		☐ Dirty Water (Sewer/Flood)		
☐ Soot ☐ Heat/Hum		midity		
☐ Mold/Mildew	☐ Debris/T	☐ Debris/Torn		
Other	,			
Types of Materials Damaged	a a constant			
☐ Storage Boxes	☐ Photogra	Photographs		
☐ Microfilm	☐ Magnetic	☐ Magnetic Tapes (audio/data/video)		
☐ Microfiche ☐ Magnetic Har		: Hard Disks	ard Disks	
☐ Aperture Cards	☐ Magnetic	☐ Magnetic Floppy Disks		
☐ X-rays	☐ File Fold	ers/Loose Papers		
☐ Bound Volumes	☐ Film Neg	atives (Color or Bla	ck and White)	
☐ Other		-		
Replacement/Backup/Salvage (Use additional pages if necessary for explanations)				
Are Damaged Materials older than 50 years?		☐ Yes	☐ No	
Explain				
Are Damaged Materials Replaceable? Explain		☐ Yes	□ No	
Can Backup Copy be Used and Original Discarded?		☐ Yes	□ No	
Explain				
	Salvage Done In-House?		☐ No	
Outside Help Required?		☐ Yes ☐ Yes	□ No	
Comments				
r				
9				

SS ARC 980 (1/2011)

Maintain original with your agency's retention schedules and disposal authorizations. When it is possible to do so, a copy should be sent to the State Archives – Records Management Division Attn: Disaster Response, at: P.O. Box 94125, Baton Rouge, LA 70804. Agencies are strongly encouraged to contact the State Archives at (225) 922-1200 during normal business hours to report any disaster impacting their records.